

# Memorandum

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Date: February 4, 2025  
Submitted by: Community Development Department – Policy Planning Division  
Subject: Short-Term Rentals – Third Reading and Adoption of Bylaw No. 3482, Adoption of Bylaw Nos. 3483 and 3484

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At the Regular Council Meeting held on October 8, 2024, Council considered a report from the Community Development Department – Policy Planning Division regarding Bylaw Amendments to Accommodate Short-Term Rentals in Port Moody (included as an attachment to **Attachment 1**) and passed the following resolution:

RC24/215

THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals) be read a first and second time as recommended in the report dated October 8, 2024, from the Community Development Department – Policy Planning Division regarding Bylaw Amendments to Accommodate Short-Term Rentals in Port Moody;

AND THAT Bylaw No. 3482 be referred to a Public Hearing;

AND THAT City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 (Short-Term Rentals) and City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 15, 2024, No. 3484 (Short-Term Rentals) be read a first, second, and third time.

At the Regular Council meeting held on January 14, 2025, Council considered a memo from the Community Development Department – Policy Planning Division regarding Short Term Rentals – Rezoning and Business Licensing Bylaw Nos. 3482 and 3483 – Amended Second and Third Readings (**Attachment 1**). The amendments provided clarity to the definition of Host, moved the enforcement provisions to the Business Licensing and Regulation Bylaw, and added an additional clause to the Bed and Breakfast and Boarding allowable use. Following consideration, Council passed the following resolution:

RC25/010

THAT second reading of City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals) be rescinded as recommended in the memo dated January 14, 2025, from the Community Development Department – Policy Planning Division regarding Short-Term Rentals – Rezoning and Business Licensing Bylaw Nos. 3482 and 3483 – Amended Second and Third Readings;

AND THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals) be read a second time as amended;  
AND THAT Bylaw No. 3482 be referred to a Public Hearing;

AND THAT third reading of City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 (Short-Term Rentals) be rescinded;

AND THAT City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 (Short-Term Rentals) be read a third time as amended.

City of Port Moody Zoning Bylaw 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 as amended (**Attachment 2**)—a Bylaw to amend the Zoning Bylaw to allow for Short-Term Rentals in Port Moody—is the subject of a Public Hearing to be held on February 4, 2025. If referred from the Public Hearing, Bylaw No. 3482 would be before Council for consideration of third reading and adoption at the February 4, 2025, Special Council meeting.

There will also be an opportunity for the public to comment on City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 as amended (**Attachment 3**)—a Bylaw to amend City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000 to allow for Short-Term Rentals as a permissible business—on February 4, 2025. Following the opportunity for public input, Bylaw No. 3483 would be before Council for consideration of adoption at the February 4, 2025, Special Council meeting.

In accordance with City of Port Moody Development Approval Procedures Bylaw, 2023, No. 3417, notice of the Public Hearing and the opportunity for public input was provided as follows:

- in the breezeway of City Hall, 1<sup>st</sup> floor (January 17, 2025);
- on the City's official website (January 17, 2025);
- via the City's email subscription service (January 27, 2025); and
- on the City's official social media sites (January 27 and 31, 2025).

City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 15, 2024, No. 3484 (Short-Term Rentals) (**Attachment 4**)—a Bylaw to amend City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 by adding fines related to Short-Term Rentals in City of Port Moody Zoning Bylaw, No. 2937 and Business Licensing and Regulation Bylaw, 2015, No. 3000—will also be before Council for consideration of adoption at the February 4, 2025, Special Council meeting.

The recommended resolutions are:

**THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals) be now read a third time as recommended in the memo dated February 4, 2025, from the Community Development Department – Policy Planning Division regarding Short-Term Rentals – Third Reading and Adoption of Bylaw No. 3482, Adoption of Bylaw Nos. 3483 and 3484;**

**AND THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals) be now adopted;**

**AND THAT City of Port Moody Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 (Short-Term Rentals) be now adopted;**

**AND THAT City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 15, 2024, No. 3484 (Short-Term Rentals) be now adopted.**

Attachment(s)

1. Memo considered at the January 14, 2024, Regular Council meeting – Short-Term Rentals.
2. Draft Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals).
3. Draft Business Licensing and Regulation Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No 3483 (Short-Term Rentals).
4. Draft Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 15, 2024, No. 3483 (Short-Term Rentals).

## Report Approval Details

Document Title:	Short-Term Rentals – Third Reading and Adoption of Bylaw No. 3482, Adoption of Bylaw Nos. 3483 and 3484.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - Memo considered at the January 14, 2024, Regular Council meeting - Short-Term Rentals.pdf</li><li>- Attachment 2 - Draft Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 101, 2024, No. 3482 (Short-Term Rentals).pdf</li><li>- Attachment 3 - Draft BLandR Bylaw, 2015, No. 3000, Amendment Bylaw No. 6, 2024, No. 3483 (Short-Term Rentals).pdf</li><li>- Attachment 4 - Draft MTIA Bylaw, 2020, No. 3218, Amendment Bylaw No. 15, 2024, No. 3484 (Short-Term Rentals).pdf</li></ul>
Final Approval Date:	Jan 27, 2025

This report and all of its attachments were approved and signed as outlined below:

Tracey Takahashi, Deputy Corporate Officer - Jan 23, 2025

Mary De Paoli, Manager of Policy Planning - Jan 23, 2025

Kate Zanon, General Manager of Community Development - Jan 23, 2025

Tracey Takahashi, Deputy Corporate Officer, for Stephanie Lam, City Clerk and Manager of Legislative Services - Jan 24, 2025

Lindsay Todd, Manager of Communications and Engagement - Jan 24, 2025

Paul Rockwood, General Manager of Finance and Technology - Jan 24, 2025

Anna Mathewson, City Manager - Jan 27, 2025